



## GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

### Division of Electrical Contractors

237 Coliseum Drive, Macon, GA 31217

478-207-2440

[www.sos.ga.gov/index.php/licensing/plb/21](http://www.sos.ga.gov/index.php/licensing/plb/21)

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## ELECTRICAL CONTRACTORS RECIPROCITY APPLICATION

### ••• INSTRUCTIONS AND GENERAL INFORMATION •••

Applications are valid for one (1) year from date of receipt.

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#### SECTION 1: PERSONAL INFORMATION

Please be sure to complete all information including your preferred email address for communication with Board staff.

The Board has approved the unrestricted electrical contractor examinations given by the Alabama Electrical Contractors Board, Louisiana State Licensing Board for Contractors, North Carolina State Board of Examiners of Electrical Contractors, South Carolina Contractor's Licensing Board, and State of Tennessee Board for Licensing Contractors per Board Rule 121-2-.05.

**Submit with your application a letter of verification from the licensing board that administered the examination.** The certification must state that the applicant holds a current license and has passed the state examination and have a state seal.

Copies of your state license, wall certificate or examination scores are **not acceptable** as verification/certification. If any of these items are received, the application will be considered incomplete until the verification letter is received.

If your verification letter states that you have obtained your license by "grandfathering", "endorsement", or "conversion" you **cannot reciprocate** and an examination application must be completed in order to obtain a Georgia Electrical Contractor – Non Restricted license.

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#### SECTION 2: REFERENCES

Three **(3) notarized original reference forms** from people that have knowledge of your work are required. At least one reference must be from a licensed electrical contractor. No copies will be accepted, as the form must include the notarized original signatures. A copy of a cover letter that can be provided to references is included in these instructions. Have each reference return the Reference Form directly to you, in a sealed envelope with a signature across the back flap to ensure against tampering, and include all envelopes with your application. You may make additional copies of this form as needed.

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#### SECTION 3: PERSONAL HISTORY

All questions must be answered. Submit only certificates showing you have completed a vocational/technical school program or copy of a diploma in Engineering Technology or related electrical field. No other education is accepted nor should it be submitted.

All applicants should submit a background check with application. This can be obtained by going to your local law enforcement office or through a private background check agency. If you answer "yes" on the conviction question, you must submit the requested **certified** documentation.

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#### SECTION 4: APPLICANT AFFIDAVIT

*Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. See O.C. G.A. §50-36-1.*

\*If you are a qualified alien, please submit a copy of your qualified alien documentation to the Board office as your Secure & Verifiable Document.\***All licensees are required to complete and submit the attached Affidavit of Citizenship Form along with a secure and verifiable document.**

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#### **LAW AND RULES**

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: [www.sos.ga.gov/index.php/licensing/plb/21](http://www.sos.ga.gov/index.php/licensing/plb/21). You are responsible for knowing the laws and rules for your profession.

A separate statewide low voltage contractor license is required of persons who contract for low voltage work (See O.C.G.A. §43-14-2 for definitions).

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#### **APPLICATION STATUS**

To check the status of your application, visit [www.sos.ga.gov/index.php/licensing/plb/21](http://www.sos.ga.gov/index.php/licensing/plb/21). Click on the tab, ONLINE SERVICES, then select APPLICATION STATUS.

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#### **KEEP A COPY OF YOUR APPLICATION MATERIALS.**

All original materials will be retained by our office and will not be returned to you.

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#### **FEES**

The **\$30.00 non-refundable application fee** by check or money order payable to Georgia Construction Industry Licensing Board must be included with this application. WHEN MAILING APPLICATION TO BOARD OFFICE, PLEASE MAIL IN A 9X12 ENVELOPE & DO NOT STAPLE OR FOLD APPLICATION.

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GEORGIA CONSTRUCTION INDUSTRY  
LICENSING BOARD  
Division of Electrical Contractors  
237 Coliseum Drive, Macon, GA 31217-3858  
478-207-2440  
[www.sos.ga.gov/index.php/licensing/plb/21](http://www.sos.ga.gov/index.php/licensing/plb/21)

Date Entered \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Submitted \$ \_\_\_\_\_  
Date Issued \_\_\_\_\_

## APPLICATION FOR ELECTRICAL CONTRACTOR

Application Fee \$30.00 (non-refundable)

Applications are valid for one (1) year from date of receipt.

License Type: ☒ Class 2 Non-restricted

Method Obtained by: ☒ Reciprocity

Use separate application for exam or reinstatement.

### SECTION 1: PERSONAL INFORMATION

1. Legal Name to

Appear on License:

FIRST MIDDLE LAST SUFFIX

2. Name as shown on exam records, transcripts or any documentation provided to the Board including maiden name (if different):

FIRST MIDDLE LAST SUFFIX / MAIDEN

3. Social Security#:

				-			-						
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Date of Birth:

				-			-						
M	M				D	D		Y	Y	Y	Y		

4. Physical Address:

(PO BOX NOT ACCEPTABLE)

NUMBER AND STREET

APT#

CITY

STATE

ZIP

5. Mailing Address:

(if different)

NUMBER AND STREET OR P.O. BOX

APT#

CITY

STATE

ZIP

6. Daytime Phone#:

				-				-					
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Business or Cell  
Phone#:

				-				-					
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7. Email Address: \_\_\_\_\_

8. I have obtained licensure by examination in: ☐ Alabama

License # \_\_\_\_\_

☐ Louisiana

License # \_\_\_\_\_

☐ North Carolina

License # \_\_\_\_\_

☐ South Carolina

License # \_\_\_\_\_

☐ Tennessee

License # \_\_\_\_\_

**SECTION 2: REFERENCES**

Applicant Name: \_\_\_\_\_

Attach **three (3)** completed, **notarized** reference forms from persons who have knowledge of your electrical experience and list their information below. At least one reference must be a licensed electrical contractor.

Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:

  

Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:

  

Name:	Telephone#
Address:	Professional License#
City, State, Zip:	Issuing State:

**SECTION 3: PERSONAL HISTORY**

- ☐ YES ☐ NO 1. Have you received a diploma in Engineering Technology or a certificate for completion of a vocational-technical school program?

**If you answered YES**, attach copy of diploma or certificate.

- ☐ YES ☐ NO 2. Have you ever held an electrical contractors' license?

**If you answered YES**, list the type of license, license number, and name of State Board or Agency:

\_\_\_\_\_

- ☐ YES ☐ NO 3. Has any licensing board or agency in Georgia or any other state ever: a) Denied your issuance of licensure, renewal, or reinstatement; b) Revoked, suspended, restricted, sanctioned, or probated your license; c) Requested or accepted surrender of your license; d) Reprimanded, fined, or disciplined you?

**If you answered YES**, submit a letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents. Name of State Board or Agency:

\_\_\_\_\_

- ☐ YES ☐ NO 4. Have you attached a copy of your criminal background check?

- ☐ YES ☐ NO 5. Have you ever been arrested, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, or any offense other than a minor traffic violation? (DUI and DWI are not minor traffic violations.)

**If you answered YES**, you must submit the following:

- Submit a letter of explanation for each offence and **certified** copy of final court disposition from the county(s) in which you were arrested/convicted. Each court document should include the charges and sentencing information.
- Probation/Parole - Submit a statement (on official letterhead) from your probation/parole officer regarding your current status. If probation/parole has been completed, submit **certified** documents from the courts verifying case closed and completion of probation/parole.

**SECTION 4: APPLICANT AFFIDAVIT**

Applicant Name: \_\_\_\_\_

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

1. \_\_\_\_\_ I am a United States citizen.

**Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**

2. \_\_\_\_\_ I am not a United States citizen.

I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC My Commission Expires:

**O.C.G.A. § 45-17-6 requires legible seals for notarized documents.**  
If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.

**NOTARY SEAL**



## The Office of Secretary of State Professional Licensing Boards Division

*Brian P. Kemp*  
SECRETARY OF STATE

*Lisa W. Durden*  
DIVISION DIRECTOR

Dear Sir or Madam:

The applicant (individual) named on the following form is applying for an Electrical Contractor license in the state of Georgia and has referred to you as having information concerning his/her character and ability. Your evaluation of said applicant is vital to our evaluation. The Georgia State Board wishes to point out that statements must be from personal knowledge, and not made for the mere purpose of aiding the applicant. The Board requests that you do not let the applicant see your answers or comments and that you do not otherwise communicate the results of your evaluation.

Please fill out all information on the following reference form and have it notarized. The Georgia Board prefers that you mail this original notarized form back to the applicant in the applicant's enclosed pre-addressed stamped envelope. Seal the envelope and sign the back flap to ensure against tampering. If you prefer to mail the form directly to the Electrical Contractors Division at 237 Coliseum Drive, Macon, GA 31217, please make a blank copy of this form and mail it back to the applicant, then mail the completed form to the board.

Sincerely,

State Construction Industry Licensing Board  
Electrical Contractors Division



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#### REFERENCE FORM

Applicant Name: \_\_\_\_\_

Your name (please print): \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax# \_\_\_\_\_

☐ YES ☐ NO 1. Are you an Electrical Contractor?

If YES, License# \_\_\_\_\_ Issuing State \_\_\_\_\_

☐ YES ☐ NO 2. Are you in any way related to the applicant?

If YES, explain: \_\_\_\_\_

3. How long have you known the applicant? From \_\_\_\_\_ to \_\_\_\_\_

☐ YES ☐ NO 4. Is the applicant connected with a firm, partnership, or corporation?

If YES, business name and address: \_\_\_\_\_

5. What has been your business connection with the applicant? \_\_\_\_\_

6. What are the applicant's character, reputation, and standing in the community? \_\_\_\_\_

7. What is the applicant's experience in installing electrical systems? \_\_\_\_\_

☐ YES ☐ NO 8. Do you know anything reflecting adversely on the applicant's integrity or general good character?

If YES, explain: \_\_\_\_\_

☐ YES ☐ NO 9. Would you employ the applicant in a position of trust?

If NO, explain: \_\_\_\_\_

☐ YES ☐ NO 10. Would you trust the applicant to install an electrical system in your home?

If NO, explain: \_\_\_\_\_

☐ YES ☐ NO 11. In your opinion, does the applicant have four (4) years of experience installing electrical systems?

If NO, explain: \_\_\_\_\_

☐ YES ☐ NO 12. Do you recommend the applicant to be licensed as an electrical contractor?

If NO, explain: \_\_\_\_\_

I certify that the above statements are true & correct to the best of my personal knowledge, not made for the purpose of aiding an unqualified applicant to become licensed but with full realization of the responsibility toward the public where the safeguarding of life, health and property is concerned or involved.

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Reference Signature